

WORKING OUTLINE AND NOTE CARDS

Working Outline

- To organize note cards
- Taken from Purpose paragraph
- Should be in chronological order

Format

- I. Introduction
- II.
- III.
 - 3 ideas from Title and Purpose
- IV.
- V. Conclusion

Outline **must** be put on a
note card.

Note cards

- Each grade level has a specific number of required cards, which doesn't include bibliography or outline cards
- Size doesn't matter (3x5, 4x6)
- Only write on **ONE** side
- Do more cards than needed

Note cards cont.

- Write only ONE fact per card—
written in your own words
- Must be a complete sentence
- Don't use pronoun unless already identified who the person is on the card

Note cards cont.

- Must have 3 sources
 - maximum of one reference
 - 2 can be from the Internet
- Must have 15-20 cards from each source
- May use different color cards for each source

Note cards cont.

- Do bibliography card for each source immediately
- Encyclopedia – can only use one article
- Each source must be on a separate card:
- Source A – book
Source B – encyclopedia
Source C – Internet article
Source D – Internet article

Writing Note Cards

- Upper **right**-hand corner has the source letter
- Upper **left**-hand corner has the outline Roman numeral
- **Middle** of card has one sentence that is a fact
- **Lower right** corner has the page number, if needed (or is labeled “internet”)

Note Cards cont.

- Each Roman Numeral must have cards from different sources
- Keep cards in a plastic bag or box

Final Set Includes

- Student's name and name of project
- Title and Purpose card
- Working outline card – may continue on back
- Source/bibliography note cards labeled A,B,C,D
- Fact note cards in logical order—in order according to outline and “readability”
- Rubric – points deducted if missing

Outline Card Sample

Working Outline

- I. Introduction
- II. Which Native American languages have been used for military codes
- III. The Navajo Code Talkers
- IV. Impact on World War II
- V. Conclusion

Bibliography Card Sample

- Source A

Kawano, Kenji. *Warriors: Navajo Code Talkers*. Flagstaff, Arizona: Northland Publishing Company, 1990.

Note Card Sample

II.

A

The Marines studied the Navy's use of the Choctaw language as a secret code during WWI and the Army's use of the Comanche language early in WWII.

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